

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION				
Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST PANAMA		2. AGENCY DOD – Office of Defense Cooperation ODC		3a. POSITION NO. ODC-08
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE “YES” BLOCK. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Reclassification of duties: This position replaces Position No. _____, _____ (Title) _____ (Series) _____ (Grade) <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain) _____				
5. CLASSIFICATION ACTION	Position Title and Series Code		Grade	Initials Date (mm-dd-yy)
a. Post Classification Authority American Embassy	CHAUFFEUR -1015		FSN-4; FP-AA	DJS 09-25-07
b. Other				
c. Proposed by Initiating Office	CHAUFFEUR		FSN-3	
6. POST TITLE POSITION (if different from official title) DRIVER		7. NAME OF EMPLOYEE		
8. OFFICE/SECTION US Embassy Panama		a. First Subdivision Department of Defense		
b. Second Subdivision Office of Defense Cooperation ODC)		c. Third Subdivision Executive Office		
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)		10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)		12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)		
13. BASIC FUNCTION OF POSITION Serves as driver for the Office of Defense Cooperation to transport personnel and official visitors (within the country). Deliver and pick up documents between, Embassy, and GOP offices.				
14. MAJOR DUTIES AND RESPONSIBILITIES OF TIME Serve as driver for the Office of Defense Cooperation. Responsible for the safe operation of ODC vehicles. Provide driving services for ODC personnel and distinguished visitors. Conducts preventive maintenance check on the vehicles and ensures that corrective actions are accomplished. Completes dispatch logs (trip tickets) as required by the Standard Operating Procedures. Deliver and pick up documents between, Embassy, and GOP offices. Maintains records for the preparation of monthly and annual vehicle maintenance report. Maintains vehicles in clean and serviceable conditions. Report any vehicle irregularities to the ADMIN NCO. Advise passengers				

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on the use of seatbelts. Other duties may be assigned.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of high school is required.
- b. Prior Work Experience:
One year of safe driving experience is required.
- c. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Level II (limited knowledge) speaking/reading English language is required. Level III (good working knowledge) Spanish language is required.
- d. Job Knowledge:
Must be familiar with Panamanian traffic laws and the different routes within the city of Panama that will enable him to safely avoid areas of congestions, when needed. Must possess good knowledge of streets and avenues as well as government of Panama offices locations in Panama city. Must possess some automotive mechanical expertise.
- e. Skills and Abilities: Must possess a Panamanian valid driver's license. Must possess good interpersonal skills. Ability to work well under pressure is required.

16. POSITION ELEMENTS

- a. Supervision Received:
On a daily basis by the Admin NCO
- b. Supervision Exercised:
None
- c. Available Guidelines:
Guidance may be received from the other driver and the Admin NCO
- d. Exercise of Judgment:
Limited to common sense in the daily work, maintaining vehicle in good clean and order conditions and keeping work areas clean and neat.
- e. Authority to Make Commitments:
N/A
- f. Nature, Level, and Purpose of Contacts:
Daily contact with ODC staff (passengers – all levels) Embassy Staff (delivery and pick up of correspondence), visitors (DV and SOUTHCOM staff) using transportation services and GOP personnel (delivery of correspondence –Secretaries and receptionist.
- g. Time Expected to Reach Full Performance Level:
Six months

